

TECHNOStories

Teacher Guide

Lessons for Elementary Students: Grades 1-3



Technology Course using

Microsoft Word

Write, edit, and illustrate stories.

In this course, students create storybooks using Microsoft Word. They develop basic word processing skills to illustrate, write, edit, and publish stories. Upon completion, authors share their work during story time. Optional activities challenge students with keyboarding tasks, advanced word processing techniques, and the creation of a flipbook.

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Introduction

This section provides valuable information about teaching TechnoStories. It includes an overview of the course. In addition, there are ideas for implementation and technology integration.

For additional guidance, open the course in TechnoHub and select Get Started to access preparatory steps, resource list, and scheduling timetable.

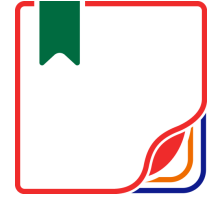
[TechnoStories Overview](#)

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TechnoStories Overview

In this course, students create storybooks using Microsoft Word. They develop basic word processing skills to illustrate, write, edit, and publish stories. Upon completion, authors share their work during story time. Optional activities challenge students with keyboarding tasks, advanced word processing techniques, and the creation of a flipbook.



- In Session 1, students enhance the appearance of a story about a puppy. They use a Microsoft Word template to format the text in a way that visually represents the meaning of the words. They experiment with various fonts, styles, and colors to modify words such as 'play', 'mud', 'loves', and 'funny'. An optional activity, has students identify important keys on the keyboard, including the spacebar, period, delete, and arrow keys.
- In Session 2, students bring the story "My Day at School" to life through illustrations. Each page features a word that they must locate using an online picture gallery. The instructions provide detailed guidance on how to insert clipart and format the images to fit the content onto a single page. As an additional activity, there is a keyboarding workshop designed to teach essential skills such as typing capital letters, numbers, symbols, and spaces.
- In Session 3, students finish the story, All About Me. The Microsoft Word template includes three sentences that need to be completed. The last page is left blank for students to add their own ideas. Students use their word processing skills to format the text, insert an image to accompany each page, and then print their publication. An optional activity is provided, explaining how to insert a saved photo to enhance the story's front cover.
- In Session 4, students write an original storybook. They begin by using a graphic organizer to outline the events at the beginning, middle, and end of their story. Optional writing ideas are offered to inspire their creativity. Next, students use a Microsoft Word template to create their story. Sentence starters guide students with their writing task. Upon completion, students illustrate each page.
- In Session 5, students get their storybook ready for publication. They run a spell check on the file and then use a checklist to review the content. An optional activity is provided to explain how to convert the file into a flipbook.
- In Session 6, students present their storybook to an audience by either printing the file or publishing it digitally. They then read it to a reading buddy, friends, family, or the teacher. The audience members can share their appreciation for the book by writing positive comments. Finally, students reflect on their writing experience.

TechnoStories Course Outline

<p><i>Purpose:</i> Introduce word processing to beginners. Use simple templates to illustrate, write, edit, and publish storybooks.</p>	<p><i>Preparation:</i></p> <ul style="list-style-type: none"> • Install Microsoft 365 • Share <i>Stories</i> folder with students • Download and print flashcards and tool summary from TechnoHub (optional)
<p><i>Objectives:</i> (see Appendix A: Skill Summary)</p> <ul style="list-style-type: none"> • communicate ideas through writing • use capital letters appropriately • punctuate a sentence • accurately type using the keyboard • organize story ideas • write and illustrate an original story • edit and revise pieces of writing • format text and images to enhance writing • solve design problems • share a publication with others • reflect on the writing experiences 	
<p><i>Materials:</i></p> <ul style="list-style-type: none"> • Stories folder <ul style="list-style-type: none"> ◦ Templates: <i>My Puppy</i>, <i>My Day</i>, <i>About Me</i>, <i>My Story</i>, <i>Plan Your Story</i> • Sample stories: <i>My Puppy</i>, <i>My Day</i>, <i>About Me</i>, <i>My Pet Dinosaur</i> • My Story Checklist • My Story Reflection • TechnoStories Marking Sheet • TechnoStories Skill Summary • Parent Letter and Certificate (optional) • Download Flashcards and Tool Summary from TechnoHub (optional) 	
<p><i>Summary of Activities:</i></p> <ul style="list-style-type: none"> • Format the text in the story <i>My Puppy</i>. • Illustrate the story <i>My Day</i>. • Complete the story starter <i>About Me</i>. • Organize story ideas. • Write a story using a template. • Illustrate story. • Share a story with others during story time. 	
<p><i>Extension Activities:</i></p> <ul style="list-style-type: none"> • About the Keyboard: Introduce the location of keys. • Be a Keyboard Detective: Complete simple keyboarding activities to learn the function of keys. • Insert a Saved Photo: Insert a photo into the <i>About Me</i> story. • Story Writing Ideas: Browse a list of suggested titles to get inspiration for a story. • Make a Flip Book: Use a free service to make a flipbook from a saved PDF file. 	
<p><i>Assessment:</i></p> <ul style="list-style-type: none"> • Self-Evaluation Checklists (<i>Story Checklist</i> – Assignment 6, <i>My Story Reflection</i> – Assignment 9) • Teacher Evaluation (<i>TechnoStories Skill Summary</i>, <i>TechnoStories Marking Sheet</i>) 	
<p><i>Notes:</i></p> <ul style="list-style-type: none"> • This course focuses on developing basic word processing skills. It is designed for beginners. • Students new to keyboarding should complete the <i>About the Keyboard</i> and <i>Be a Keyboard Detective</i> extension activity prior to starting the writing activities. • Adjust your expectation on the quantity and quality of writing based on individual abilities. 	

Technology Integration Ideas

The TechnoStories course can be used as a meaningful way to develop basic keyboarding and word processing skills. The activities gradually build in difficulty. To start, a simple skill is introduced and then students are given an opportunity to practice it repeatedly to gain confidence. Each assignment builds on the skill previously taught. By the end of the course, students will be able to create an original storybook.

The activities in TechnoStories integrate into language arts curriculum. The publication of the storybook follows the stages of the writing process:

1. *Organize Ideas:* Students write a story with a beginning, middle, and end. A planning sheet allows students to sketch their ideas. Book titles are included as a source of inspiration.
2. *Draft Writing:* Students use a book template with a title page, and 3 story pages to write and illustrate their story. Word processing skills such as how to format text and images are applied from the previous assignments. Sentence starters support writing.
3. *Edit Writing:* Students use electronic editing tools to correct errors. A checklist is provided to help proofread the publication.
4. *Publish Writing:* Students share their storybook by print, or by sending an attachment by email to their teacher, friend, or parent. Optional instructions are provided to print or transform the document into an animated flipbook using an Online service.
5. *Reflection:* Students identify their strengths as writers by rating their word processing ability, quality of story writing, and effort.



Session 1

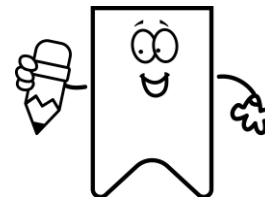
Format Text in a Story

In this session, students enhance the appearance of a story about a puppy. They use a Microsoft Word template to format the text in a way that visually represents the meaning of the words. They experiment with various fonts, styles, and colors to modify words such as 'play', 'mud', 'loves', and 'funny'. An optional activity, has students identify important keys on the keyboard, including the spacebar, period, delete, and arrow keys.

Assignment 1: Edit My Puppy Story





Session 1 Extension Activity: About the Keyboard

Assignment 1 Edit My Puppy Story




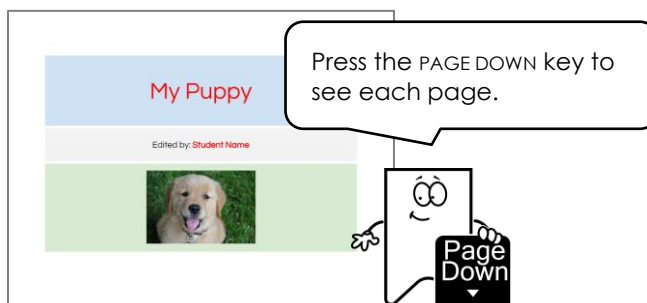
Read the story *My Puppy*.

Format the **red** words to make them look like their meaning.

 <p>My puppy likes to play.</p>	 <p>My puppy digs in the mud.</p>	 <p>My puppy loves to eat.</p>	 <p>My puppy is funny.</p>
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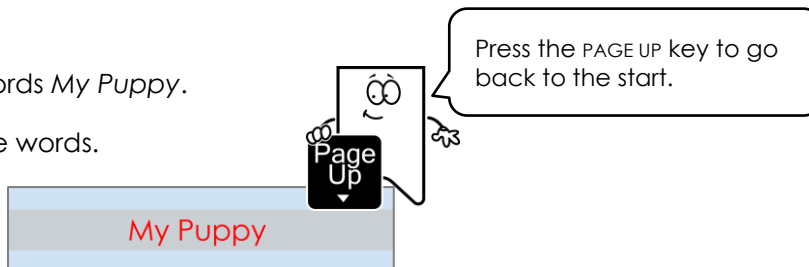
Open the My Puppy Template

- ▷ Ask your teacher how to open the *My Puppy* template.
- ▷ Click the *View* tab.
- ▷ Choose *One Page* from the Zoom group. 
- ▷ Read the story.



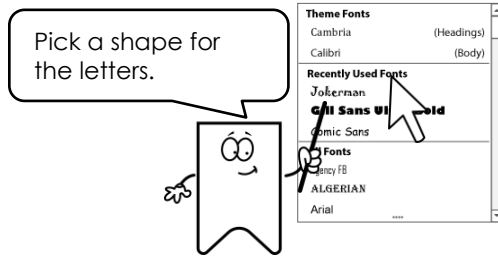
Triple Click to Select the Title

- ▷ View page one.
- ▷ Place the cursor in the words *My Puppy*.
- ▷ Triple click to select all the words.



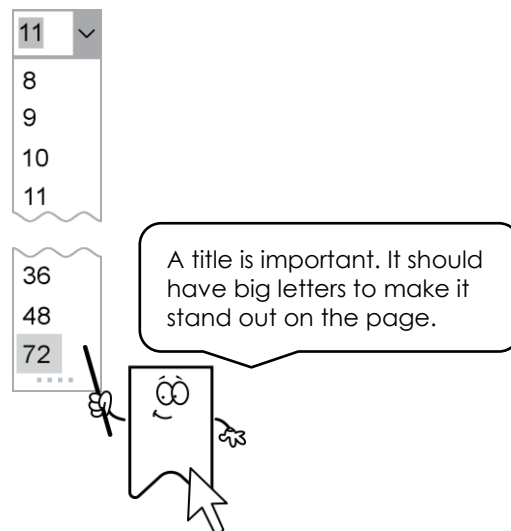
Format the Font for the Title

- ▶ Click the *Font* arrow. Calibri (Body) ▾
- Pick a font from the list.



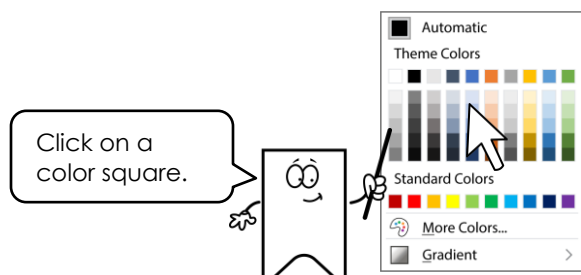
Format the Font Size for the Title

- ▶ Select the title.
- ▶ Click the *Font Size* arrow. 11 ▾
- Pick a font size.



Format the Font Color for the Title

- ▶ Select the title.
- ▶ Click the *Font Color* arrow. A ▾
- ▶ Click on a color you like.

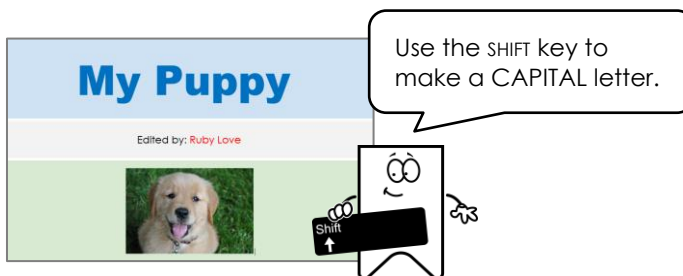


Click and Drag to Select Student Name

- ▷ Place the cursor in front of the "S" in *Student Name*. Edited by: **Student Name**
- ▷ Click and drag to the right to select the words. Edited by: **Student Name**

Replace Text with Your Name

- ▷ Type your **Name**.



Change the Font for Your Name

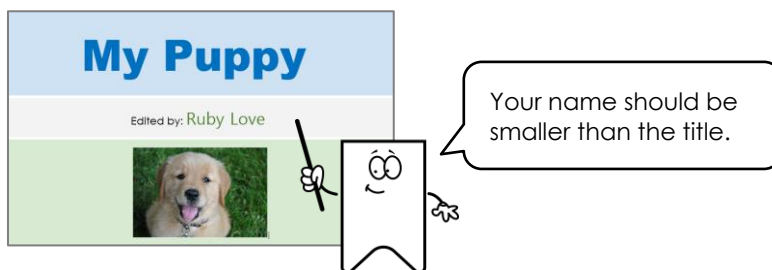
- ▷ Select your name.
- ▷ Click the *Font* arrow.



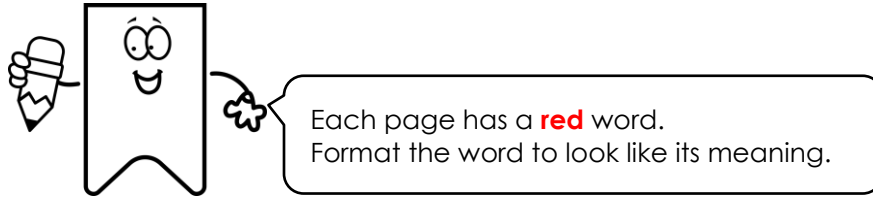
- ▷ Click on a font you like.

Format the Font Size and Color for Your Name




- ▷ Select your name.
- ▷ Click the *Font Size* arrow. Pick a font size.
- ▷ Click the *Font Color* arrow. Pick a color.



Format the Words on Each Page




For example:

 My puppy likes to <i>play</i> .	 My puppy digs in the <i>mud</i> .	 My puppy <i>loves</i> to eat.	 My puppy is <i>funny</i> .
play	mud	loves	funny

▷ Make the words look great!

- Format the font.
- Set the size.
- Change the color.


Save the My Puppy Story

- ▷ Click Save on the Quick Access Toolbar. 
- ▷ Go to the place where you will save your work.
- ▷ Click after **My Puppy** and add your **Name** to the file name.

File name:	<input type="text" value="My Puppy student name "/>
Save as type:	<input type="text" value="Word Document"/>

- ▷ Click Save.

Close Microsoft Word

- ▷ Click the Close button at the top of the window. 

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SAMPLE



Session 4

Be a Storybook Author

In this session, students write an original storybook. They begin by using a graphic organizer to outline the events at the beginning, middle, and end of their story. Optional writing ideas are offered to inspire their creativity. Next, students use a Microsoft Word template to create their story. Sentence starters guide students with their writing task. Upon completion, students illustrate each page.

Assignment 4: Plan Your Story

Assignment 5: Make a Storybook

Session 4 Extension Activity: Story Writing Ideas

Assignment 4 Plan Your Story

You are going to write a story. You will share it with your friends and family.

It will have a title page and 3 story pages.

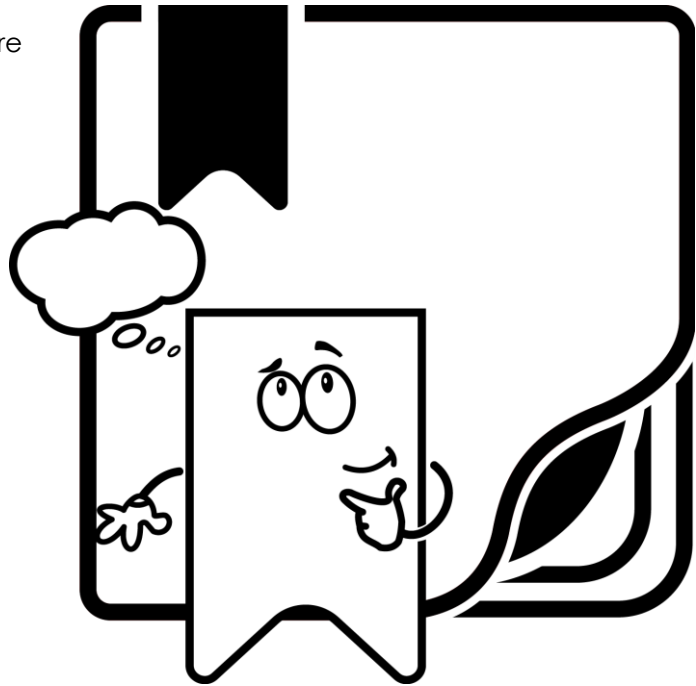
It will have a beginning, middle, and end.

Use the planner to sketch out your ideas.

What will your story be about?

Pick a book title or think of your own idea.

- My Birthday
- The Best Day Ever
- The Sad Princess
- My Pet Dinosaur
- A Big Surprise
- A Trip to the Zoo
- Rainy Day Fun
- The Magic Hat



Organize Your Writing Ideas

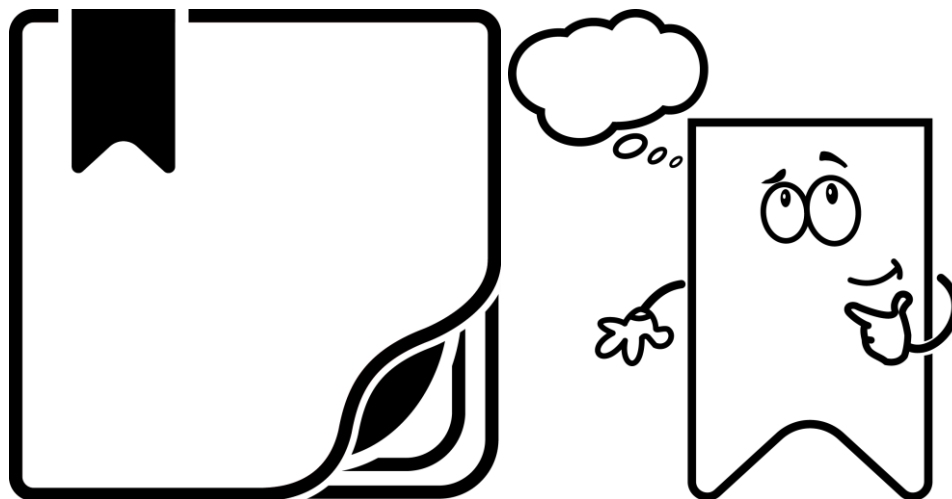
Book Title

BEGINNING	MIDDLE	END
What happens first?	What happens next?	What happens last?

This is a preview of the teacher guide.
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SAMPLE

Session 4 Extension Activity: Story Writing Ideas



Do you need a story writing idea?
Pick from even more book titles!

- The Secret Cave
- A Pirate Adventure
- Lost in Space
- A Visit to Dragon Town
- The Littlest Pony
- I Love My Family
- When Pigs Fly
- What Pet is the Best?
- Frog Finds a Friend
- The Lost Puppy



Session 5

Edit the Storybook

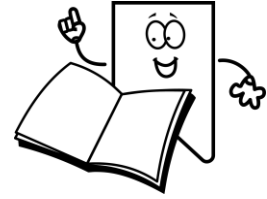
In this session, students get their storybook ready for publication. They run a spell check on the file and then use a checklist to review the content. An optional activity is provided to explain how to convert the file into a flipbook.

Assignment 6: Complete Your Storybook

Session 5 Extension Activity: Make a Flip Book

Assignment 6 Complete Your Storybook

Edit your work to get it ready to share with your teacher, parents, or friends.



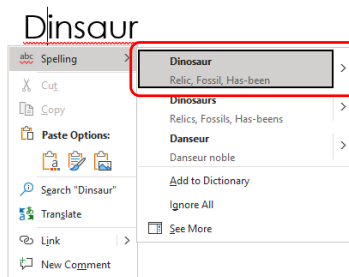
Open Your Story in Microsoft Word

Correct Spelling Errors

- ▷ Right click on a word with a wavy red line.

My Pet Dinsaur

- ▷ From the menu that appears, pick the correct spelling.



Not all words are in the dictionary. If you know the word is correct, just click *Ignore All*.

My Story Checklist

Titles, names, and sentences begin with a CAPITAL.		
A period is at the end of each sentence.		
A space is between words.		
Words and pictures fit on the same page.		
The story is easy to understand.		
The words are spelled correctly.		

Save and Close Microsoft Word

This is a preview of the teacher guide.
Pages have been omitted.

SAMPLE



Session 6

Read at Storytime

In this session, students present their storybook to an audience by either printing the file or publishing it digitally. They then read it to a reading buddy, friends, family, or the teacher. The audience members can share their appreciation for the book by writing positive comments. Finally, students reflect on their writing experience.

Assignment 7: Share Your Book at Story Time

Assignment 8: Book Review

Assignment 9: My Story Reflection

This is a preview of the teacher guide.
Pages have been omitted.

SAMPLE

Assignment 9 My Story Reflection

Word Processing Skills		
I understand and can teach it!		
I can do it with some help.		
I do not understand.		
Quality		
I love my story and want to share it with others.		
I like my story.		
My story needs more work.		
Effort		
I worked hard. I did my best.		
I know I could try harder.		
I did not finish. I did not really try.		



RESOURCE

This course includes a sample of a completed project.
Teachers can use this resource for demonstration purposes
or as a source of inspiration.

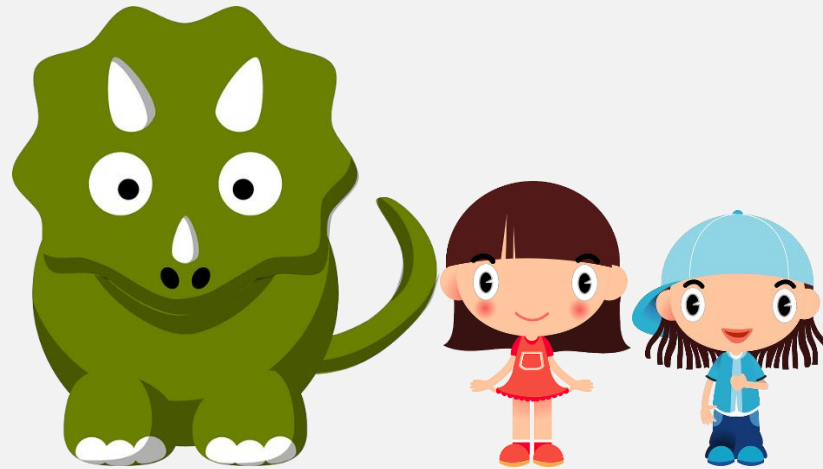
My Pet Dinosaur

Written and Illustrated by: Beth Love

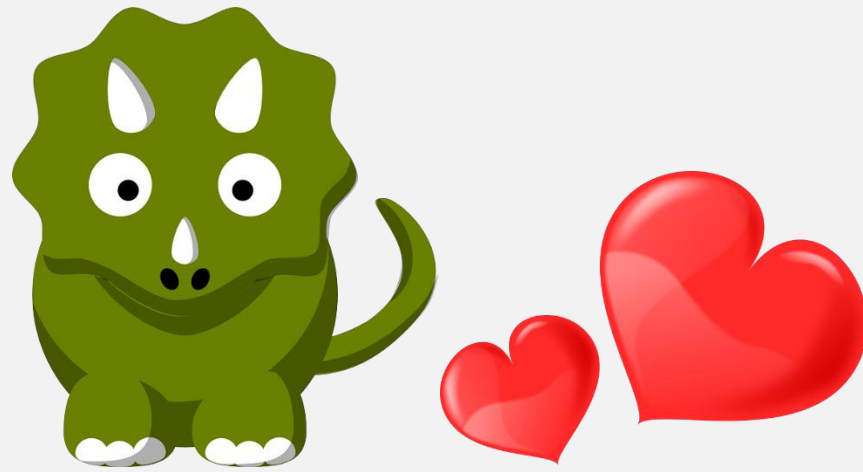




You won't believe it. I have
a pet dinosaur.



My friends like to ride on its back. They slide down his tail.



I am so happy. I have the
best pet!